

- A number of the pregnancy resource centers will not fully spend their allotted award. A final number and amount will be submitted to WHB Program manager.
- Time sheets are kept for employees and maintained.
- Mileage was estimated using internet mapping. Per previous site visit recommendation, a log of visits with odometer readings were presented as backup.
- Monthly contract expenditure reports were submitted with necessary documentation by appropriate deadlines. Subcontractors receive monthly financial reports detailing initial funding amount, amount expended, and remaining balance.

2. Recommendations

none

D. Next Steps/Follow-up

Reminders:

- Please be reminded of the Audit Procedures listed below required by NC Grants. All reporting must be submitted to NC Grants through their site, www.ncgrants.gov. Any questions regarding such can be directed to ncgrants@osbm.nc.gov.

The agency has Level 2 status: Receiving at least \$25,000 but less than \$500,000. The following forms need to be completed:

- Certification Form (.PDF file) ([Word file](#))
- State Grants Compliance Reporting: >= \$25,000 (.PDF file) ([Word file](#))
- Program Activities and Accomplishments Report (.PDF file) ([Word file](#))
- Schedule of Receipts and Expenditures (.PDF file) ([Word file](#))
- All forms above due within 6 months of organization's year end; submit these to the funding agency only.

Additional details regarding compliance can be found on the NC Grants site: <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

- CPCF will send final report included outcomes of subcontractor agencies by July 15th, 2015.